MASON COUNTY TRANSPORTATION AUTHORITY

TO: Interested Agencies and Organizations

FROM: Dave O'Connell, General Manager

SUBJ: Application for Surplus Vehicles

DATE: January 20, 2011

At its regular meeting held on September 14, 2010, Mason County Transportation Authority Board approved the surplus vehicle grant program. In accordance with Board Resolution 2010-11, up to two (2) 12-passenger vehicles will be made available to community agencies to enhance transportation service to Mason County residents. These vehicles, which were scheduled for auction this summer, instead will be awarded to eligible non-profit and government organizations serving the Mason County Public Transportation Benefit Area (PTBA).

Attached are an application and other information that provides specific details on the application process and schedule. Only one (1) vehicle will be awarded per organization. Please note: completed applications must be received no later than Friday, February 11, 2011.

Interested applicants are invited to attend a Pre-Application Workshop being held Thursday, January 27, 2011 from 11 a.m. to noon in the Mason Transit Board Room, 790 E. Johns Prairie Road, Shelton, WA. This voluntary workshop will provide applicants an opportunity to ask questions about the application process, selection criteria, vehicle maintenance, mileage and upkeep. The vehicles will be available for inspection after the workshop.

If you have any questions about this program, please call Trina Gwerder, Vanpool Coordinator at 360.426.9434, ext. 130.

Mason Transit

Rules/Requirements and Selection Criteria for Surplus Vehicles

Background

At its regular meeting held on September 14, 2010, Mason County Transportation Authority Board approved the surplus vehicle grant program. In accordance with Board Resolution 2010-11, two (2) 12-passenger vehicles will be made available to eligible non-profit or government organizations, community agencies, and organizations with 501(c)(3) status to enhance transportation service provided within Mason County's Public Transportation Benefit Area (PTBA). This packet contains the application, rules/requirements and selection criteria developed by Mason Transit to implement that plan.

Vehicle Descriptions

Two (2) surplus vehicles will be granted as described below:

- Description – Two 1997 Dodge Ram Vehicles, 12-passenger (no wheelchair lift), automatic transmission, approximately 110,000 miles.

Vehicles will be available for inspection after the Pre-Application Workshop, which will be held Thursday, January 27, 2011 from 11 a.m. to noon in the Mason Transit Board Room, 790 E. Johns Prairie Road, Shelton, WA. Call Mason Transit at 360.426.9434 for transit system or driving directions. No reservation for the workshop is necessary.

Eligibility

All non-profit or government organizations, community agencies and organizations with 501(c)(3) status, which serve residents of the Mason County Public Transportation Benefit Area (PTBA), are eligible. The PTBA serves all of Mason County. Questions about eligibility, limits of the PTBA and other questions about the program should be directed to: Trina Gwerder, Vanpool Coordinator at 360.426.9434, ext. 130.

Other Rules and Requirements

- Vehicles must be used for a transportation-related purpose for residents who live within Mason Transit's PTBA.
- Only one (1) vehicle will be awarded per agency/organization per year.
- Application must clearly designate the primary applicant who will be named as buyer on vehicle title, if selected as a recipient.
- Trips must originate in the PBTA and must remain within a 150 mile radius of the Mason Transit's PTBA.
- Trips to or from religious worship, devotion or instruction may not be counted in meeting the selection criteria. This restriction does not affect the use of the vehicle once an award has been made.

- Applicant must certify they have the financial and management capacity to insure granted vehicle, if selected as a recipient.

- Applicants must certify they have the financial and management capacity to maintain vehicles in good working condition.

- Applicants must provide a copy of the 501(c)(3) non-profit certification, if applicable.

- Successful applicants will be required to sign an agreement relating to the exchange of vehicles for transportation-related services. A sample agreement is included in this packet.

- Applicants must track ridership, hours, miles of service and vehicle use description and provide a quarterly report to Mason Transit.

- Applicants shall only provide transportation to their clients, members, guest or other similar users with vehicles supplied under this program. They shall not provide transportation to the general public.

- Applicants shall not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

Application Schedule

January 27, 2011	Pre-Application Workshop 11:00 am to Noon
February 11, 2011	Deadline for submitting applications by 4:00 pm
February 14-18, 2011	Review and scoring of applications by Selection Team
February 25, 2011	Announcement of vehicle awards

Application Submittal

A copy of the application is attached. The application is also available on Mason Transit's website: www.masontransit.org.

Applications must be received no later than Friday, February 11, 2011 by 4:00 pm. Faxed applications must be followed by a hard copy no later than 4:00 pm on Tuesday, February 15, 2011, containing the appropriate certification signatures.

Applications should be sent to:

Trina Gwerder, Vanpool Coordinator
Mason Transit
PO Box 1880
790 E. Johns Prairie Road
Shelton, WA 98584
Fax: 360.426.0899

Selection Criteria Summary
The selection process is competitive and involves review and evaluation using the criteria identified below. In addition to these specific criteria, geographic equity, diversity in population groups served, and previous grant award will be used as balancing factors in making final selections.

CRITERIA:	WEIGHT:
1. Demonstrated Community Benefit	50%
2. Total Number of Trips Provided	20%
3. Coordination of Services	15%
4. Clarity and Quality of Application	10%
5. Ability of Organization to Maintain Service	5%

Selection Criteria

1. Demonstrated Community Benefit
Explain clearly the scope and nature of your agency's transportation need and what data you have to support or demonstrate that need. Explain how granting your application would serve an unmet public transportation need in Mason Transit's PTBA. Include what service you currently utilize, what other options are available to your organization and how your program will meet that need and coordinate with other programs to achieve maximum use.

2. Total Number of Trips Provided
Clearly define and document the number of trips to be provided annually. Give the best estimate you can as to where the trips would go. Trips to or from religious worship, devotion or instruction may not be counted in meeting the selection criteria. This restriction does not affect the use of the vehicle once an award has been made.

3. Coordination of Service Make this #3
Describe how your current and proposed service coordinates with other transportation services in the area to ensure broad community benefit. Describe why existing Mason Transit services cannot meet the need.

4. Clarity and Quality of Application
Applications will be rated on content, clarity, presentation and quality of application proposal – based on legibility, completeness, provision of data and clear definition of transportation needs and planned vehicle use.

5. Ability of Organization to Maintain Service
Describe how the proposed transportation program will be maintained and funded and how the organization will manage the program.

Sample

AGREEMENT RELATING TO THE EXCHANGE OF VEHICLE FOR TRANSIT RELATED SERVICES

THIS AGREEMENT between the Mason County Public Transportation Benefit Area, (hereinafter called "Mason Transit"), and ORGANIZATION, hereinafter referred to as the "Vehicle Recipient") is as follows:

In consideration of the mutual promises of the parties, it is hereby agreed as follows:

1. Mason Transit shall provide to the Vehicle Recipient the following described vehicle:

Make:	Dodge
Year:	1997
Model:	Ram Van
VIN:	

2. The Vehicle Recipient shall provide the following services in consideration for the aforementioned vehicle: To provide enhanced transportation services for residents who live within Mason Transit's PTBA as described in Section 2, *Description of Proposed Vehicle Use*, in the application. Use of the vehicle for other purposes is prohibited. If the Vehicle Recipient does not use the vehicle for the above transportation service for a period of one (1) quarter, the Vehicle Recipient shall forfeit the vehicle within thirty (30) days and the vehicle shall be returned to Mason Transit. Mason Transit may use any remedy provided by law for breach of this agreement.

3. Mason Transit is giving the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS and WITHOUT RECOURSE regarding the condition of the aforementioned vehicle. Mason Transit makes NO EXPRESSED or IMPLIED WARRANTIES of MERCHANTABILITY; NO EXPRESS or IMPLIED WARRANTIES of FITNESS; and NO EXPRESS or IMPLIED WARRANTIES or GUARANTEES of any kind regarding the aforementioned vehicle.

4. The parties to this Agreement agree that Mason Transit shall have no liabilities of any sort arising from or related to the vehicle or vehicles covered by this Agreement. The Vehicle Recipient(s) and any successor shall defend, indemnify and hold harmless Mason Transit, its officers, agents and employees from any claims or suits at law or equity, costs and/or demands of any sort, including reasonable attorneys' fees, arising out of or related to this Agreement, the vehicle or vehicles covered by this Agreement, or any use by any person of such vehicles.

5. A Vehicle Recipient may not within twenty-four (24) months after receipt of a vehicle under this program sell, donate or transfer ownership of any vehicle covered by this Agreement without giving Mason Transit thirty (30) days written notice. Mason Transit shall have the right during said period to require the Vehicle Recipient to return

possession and ownership of the vehicle to Mason Transit at no cost to Mason Transit. If Mason Transit does not exercise the option to retake ownership of the vehicle, and the Vehicle Recipient sells, donates or transfers any vehicle or vehicles covered by this Agreement, the Vehicle Recipient shall require the transferee to execute a binding agreement to defend, indemnify and hold Mason Transit and its officers, agents and employees harmless as set out in the above provision.

6. The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle. Proof of insurance shall be provided to Mason Transit as a condition of delivery of the aforementioned vehicle. Vehicle Recipient shall promptly carry out all steps necessary to transfer vehicle title to it from Mason Transit.

7. The Vehicle Recipient shall provide to Mason Transit a report, quarterly for one year, containing vehicle odometer readings, number of passengers carried, and description of use of vehicle. Reports will be due April 30, July 30, 2011, October 30, 2011 and January 31, 2012. Information shall be submitted to Trina Gwerder, Vanpool Coordinator, PO Box 1880, Shelton, WA 98584, or faxed to 360.426.0899.

8. The Vehicle Recipient will assure they provide transportation services only to their clients, members, guests or other similar users, not the general public, with vehicles supplied by this program. Grantee will not use the vehicle for assisting a campaign for election or for the promotion of or opposition to any ballot proposition.

9. The Vehicle Recipient will ensure that the trips originate within Mason Transit's PTBA and remain within a 150-mile radius of the PTBA.

DATED: _____

MASON COUNTY PUBLIC TRANSPORTATION BENEFIT AREA

By: _____

Title: _____

ATTEST:

_____
Witness

Vehicle Recipient

By: _____

Title: _____

ATTEST:

_____
Witness

MASON TRANSIT
Application for Surplus Vehicles

Section 1: General Information

1. Name of Primary Applicant Agency/ Organization: _____
2. Mailing Address: _____
3. Contact Person/Telephone: _____
4. E-Mail Address _____
5. Partner Agency/Organization: _____
6. Partner Agency/Organization: _____
7. Type of Applicant(s) (check all that apply):

___ Church	___ Public Agency	___ School/Daycare
___ Community Service Organization	___ Senior Center/ Convalescent Center	___ Other, please specify _____

Section 2: Description of Proposed Vehicle Use

1. Describe the community transportation problem you are proposing to solve with this vehicle and the benefit you want to achieve. Include in your answer the population you will serve, the area of Mason County you will serve, type of service you will provide, purpose of the transportation, extent of vehicle use and any other information you want us to know. (Attach an additional sheet, if needed.)

2. How many passenger trips do you expect to carry over the course of the next year? For the purposes of this application, a passenger trip is defined as a round trip for one person i.e. to/from their destination. Please show how you arrived at your estimate and describe the basis of your projection. Trips to or from religious worship, devotion or instruction may not be counted in meeting the selection criteria. This restriction does not affect the use of the vehicle once an award has been made.

   The hypothetical example below illustrates the type of information we are looking for in this question. In this example, the vehicle would be utilized to support several programs within one organization.

   Example
   Our group expects to utilize the vehicle to provide 2,448 passenger trips over the next year based on the following:

   - *4 people to food bank each Monday = 4 people x 52 Mondays = 208*
     Basis: average number of people carried last year in old vehicle
   - *5 people to place of employment each workday = 5 people x 250 work days = 1,250*
     Basis: current number of developmentally disabled clients lacking daily transportation to work
   - *20 seniors on field trip one Saturday per month = 20 people x 12 field trips = 240*
     Basis: planned new program if a vehicle is available
     150 low-income children to a week-long summer camp in June = 150 people x 5 days = 750
     Basis: attendance at last year's camp

3. Please describe the profile of the passengers you anticipate serving with this vehicle. Profiles include, but are not limited to, persons with disabilities, senior citizens, persons with low income, at risk youth, and general public.

4. Please describe your service area. Include in your answer the percentage of Mason County residents that you propose to serve.

5. a) Please describe how your organization coordinates transportation efforts with other community programs.

   b) Please describe how your organization coordinates transportation needs with other transportation providers, including Mason Transit.

6. What method of transportation does your program currently use to meet your organization's transportation needs?

7. a) To what extent does existing bus and Dial-A-Ride (DAR) service meet your organization's transportation needs?

   b) If current Mason Transit service does not work for your organization, why not?

8. a) Will the vehicle be used to expand service (such as, establishing a new service, increasing the frequency of an existing service, etc.), to replace an existing service or both?

Expand Service_____Replace Existing_____Both_____

b) If the vehicle will be used to expand service, estimate the number of new trips that will be provided and/or explain how the vehicle will be used to expand service. (Attach additional sheets if necessary.)

c) If the vehicle will replace existing service, please state the age and mileage of your current vehicle(s) and estimate the number of trips that will be provided with the vehicle.

9. Is this application in coordination with any other agencies? Yes___No___
If yes:

a) List the name of the primary applicant who will be named as buyer on vehicle title if selected as a vehicle recipient, and

b) Briefly explain how the use of the vehicle will be divided among the agencies/ organizations involved. (All participating agencies/organizations are required to sign the certification and should also be identified on Page 1 of this application.)

10. Describe how the proposed transportation program will be maintained and funded and how the organization will manage the program and the vehicle.

Section 3: Certification

I certify that, to the best of my knowledge, the information in this application is true and accurate and that this agency/organization has the necessary financial and managerial capability to adequately operate, maintain and insure the vehicle for which this application is being made.

Signature of Lead Agency/Organization
Board Chair/Executive Officer:_____
Typed Name/Title:_____Date:_____

Signature of Partner Agency/Organization
Board Chair/Executive Officer:_____
Typed Name/Title:_____Date:_____

Signature of Partner Agency/Organization
Board Chair/Executive Officer:_____
Typed Name/Title:_____Date:_____

Application Submission Check List

- ✓ Include the Completed Application
- ✓ Identify the Primary Applicant
- ✓ Get All Required Signatures
- ✓ Include a Copy of Each Agency's 501(c)(3) Non-Profit Certification (if applicable)
- ✓ Deliver by 4:00 p.m., Friday, February 11, 2011

Return all items to:

Trina Gwerder
Vanpool Coordinator
Mason Transit
PO Box 1880
790 E. Johns Prairie Road
Shelton, WA 98584